

# Getting Involved in Environmental Decision Making

*Highlights from  
IDEM's Guide for  
Citizen Participation*





# Getting Involved in Environmental Decision Making

## *Highlights from IDEM's Guide for Citizen Participation*

### **How can you have a say in the quality of the environment in your neighborhood?**

Do you want to know if factories, other businesses or new development in your town are hurting the environment? Do you want to know how to get information and make your voice heard?



participation processes, please refer to IDEM's Guide for Citizen Participation. You can order a printed copy at (317) 233-6335 or (800) 451-6027, Ext. 3-6335 (toll free in Indiana), or access it on IDEM's Web site at [www.in.gov/idem/guides/publicparticipation/](http://www.in.gov/idem/guides/publicparticipation/).

Before factories can be built, cleanups can be conducted, or activities that affect the environment can be carried out – the public gets a chance to be involved. At the Indiana Department of Environmental Management (IDEM), we know these issues can be complex, so we created IDEM's Guide for Citizen Participation to make it easier for people to get involved in the public decision making process.

This condensed version of the guide gives an overview of how laws are made into rules, how permits needed by factories, landfills, and other facilities are issued, how contaminated sites will be cleaned up and made safe, and most importantly, how public input is considered. If you would like more information on IDEM and its public

### **What roles do the federal government, Indiana state government, and IDEM (Indiana Department of Environmental Management) play in protecting our environment?**

Over the past few decades, the U.S. government has enacted many laws to protect public health and the environment, including:

- The Clean Air Act,
- The Clean Water Act,
- The Safe Drinking Water Act,
- The Solid Waste Disposal Act,
- The Resource Conservation and Recovery Act (or RCRA – pronounced Rick·Rah – which regulates solid and hazardous wastes), and

- The Comprehensive Environmental Response, Compensation and Liability Act (or CERCLA – pronounced Ser·kla – which established Superfund, and regulates the cleanup of hazardous waste sites)

IDEM is empowered by the U.S. Environmental Protection Agency and the state of Indiana to enforce federal and state environmental laws. States can impose standards that are more strict, but not less strict, than federal standards.

### **What are rules and regulations, and how do they differ from laws?**

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Federal laws have federal regulations to clarify them and provide more detail. Indiana has rules that clarify both state and federal environmental laws.

Generally, IDEM proposes rules to the various state environmental boards. The boards accept public comment, and sometimes amend rules before approving them. No rule can be adopted until there have been at least two (2) public notices in the Indiana Register, two (2) public comment periods, and two (2) public hearings. Rules are then adopted by the environmental board, reviewed by the Attorney General and the Governor, and filed with the Secretary of State.

Indiana environmental rules are adopted by one of four (4) nonpartisan citizen boards: the Air Pollution Control Board, the Water Pollution Control Board, the Solid Waste Management Board, and the Underground Storage Tank Financial Assurance Board. Board members, who are appointed by the governor, represent various interests such as industry, agriculture, small business, local government, environmental groups, and the general public. Each board is required by law to meet at least six (6) times each year, except that the Underground Storage Tank

Financial Assurance Board meets quarterly. The boards generally hold afternoon meetings at the Indiana Government Center South (just west of the Statehouse), at 402 West Washington Street in Indianapolis. However, they sometimes hold meetings at other locations.

- The Air Pollution Control Board generally meets on the first Wednesday of each month. For more information, call (317) 233-0426 or visit [www.in.gov/idem/air/rules/airboard/](http://www.in.gov/idem/air/rules/airboard/).
- The Water Pollution Control Board generally meets on the second Wednesday of each month. For more information, call (317) 233-8903 or visit [www.in.gov/idem/water/planbr/rules/wpcbmeetings.html](http://www.in.gov/idem/water/planbr/rules/wpcbmeetings.html).
- The Solid Waste Management Board generally meets on the third Tuesday of each month. For more information, call (317) 232-7995 or visit [www.in.gov/idem/olq/regulations\\_and\\_laws/swmb.html](http://www.in.gov/idem/olq/regulations_and_laws/swmb.html).
- The Underground Storage Tank Financial Assurance Board generally meets quarterly, on the second Tuesday of the month. For more information, call (317) 234-0341 or visit [www.in.gov/idem/land/rules/fab/](http://www.in.gov/idem/land/rules/fab/).

The proposed rules are also published in the Indiana Register. It is published on the first of each month. If your local public library does not get the Indiana Register, you can request that they contact the Legislative Services Agency, 200 West Washington Street, Suite 302, Indianapolis, IN 46204-2789 or call (317) 232-9856 to be added to the Indiana Register mailing list, at no cost to the library. You may view the information in the Indiana Register on the Internet at [www.in.gov/legislative/register/index-24.html](http://www.in.gov/legislative/register/index-24.html).

## Where can you find federal and state laws, regulations and rules?

Federal laws are listed in the U.S. Code. Federal regulations are listed in the U.S. Code of Federal Regulations, often referred to as the “CFR.” Most of the federal regulations enforced by IDEM are under Title 40, “Protection of the Environment.”

Not all libraries will have the U.S Code or the Code of Federal Regulations. For a list of the thirty-six (36) libraries in Indiana that do have it, see Part 9 of IDEM’s Guide for Citizen Participation at [www.in.gov/idem/guides/publicparticipation](http://www.in.gov/idem/guides/publicparticipation).

On the Internet, you can access the U.S. Code at [www.access.gpo.gov/uscode/](http://www.access.gpo.gov/uscode/) and the Code of Federal Regulations (CFR) at [www.access.gpo.gov/nara/cfr/](http://www.access.gpo.gov/nara/cfr/).

Many public libraries have copies of the state laws and rules. On the Internet, state laws are at [www.in.gov/legislative/ic/code/](http://www.in.gov/legislative/ic/code/) and state rules are at [www.in.gov/legislative/iac/](http://www.in.gov/legislative/iac/). Remember, nearly all libraries in Indiana have Internet access, and if you need assistance, you can ask a librarian.

## How can you find what you need in the state and federal codes?

Public announcements, fact sheets, and other documents from IDEM often list the specific law or rule code related to the project you want to know about. IDEM public notices always list the name and

phone number of a staff member who can help you get any code information you need.

Law and code books are quite large, like an encyclopedia. If you are using a public library, these volumes generally will be in the reference section, and librarians will be available to help you find what you need. Also, keep in mind that the laws and rules are organized with very detailed numbering schemes that make it easier to find what you need. An example of how things are labeled in the Indiana Administrative Code (IAC) is located at the bottom of this page.

## How can you participate in IDEM’s mission to regulate activities that may affect the environment?

Before any activities that could impact the environment are approved, there are many steps that have to be followed. The law requires public notice and chances to give input before decisions are made. IDEM wants to involve you and other interested members of the public. We make information available in public announcements and we solicit input from the public.

## What is a public notice, and how can I find it?

A public notice is a legally required announcement used by IDEM and most other state, federal and local agencies. State law requires that public notices be published in the largest newspaper in the county where the activity discussed will take place.

### How Rules are Referenced

Below is an example of the scheme for labeling, or being able to find, a specific rule in the Indiana Administrative Code (IAC).

3 2 7 IAC 5-3-4.1 (b)(2)(B)(ii)(GG)(aa)

title   article   rule   section   subsection   subdivision   clause   item   subclause   subitem

Some of the activities for which IDEM (or, in some instances, a person seeking IDEM approval) must post a public notice include:

- 1) Requests for new permits, or for changing or renewing existing permits,
- 2) Requests for a “variance” that would allow less stringent standards than normally required,
- 3) Approval of a project to clean up contamination, and
- 4) Development and adoption of new rules or to change, renew, or cancel existing ones.

Sometimes, IDEM has additional public notice requirements. For example: rule-making notices also must be published in the Indiana Register, some violations of the Safe Drinking Water Act need to be announced over the radio, and any notice for air permits in Lake County is always published in two newspapers.

### **What information is in a public notice?**

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All public notice announcements posted by IDEM (or by a person seeking IDEM approval) must:

- 1) Identify the person, business, or local government seeking approval,
- 2) Describe the activity for which approval is being sought, and
- 3) Describe the location where the proposed activity will take place.

Public notice announcements posted by IDEM also must:

- 4) Give the name and phone number of a contact person at IDEM who has more detailed information,
- 5) Describe how to request a public hearing,
- 6) List deadlines for a “public comment period” (usually 30 days) during which people can send IDEM any comments or

concerns about the proposed project, and

- 7) List the date, time and location (if a public meeting or public hearing will be held).

### **What is a public comment period?**

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Like public notice, a public comment period is a legal requirement. The comment period allows you to add your voice to the decision making process. Most of the time, people have thirty (30) days to make comments, but that time may vary. The amount of time you have to comment will always be listed in the public notice. If the last day of a public comment period falls on a weekend or state holiday, the public comment period will end on the next day state offices are open. Upon request, some IDEM programs may agree to extend the public comment period beyond thirty (30) days.

If IDEM agrees to a request for a formal hearing during or after the public comment period, the public comment period may be extended. It is recommended that public comments be written and submitted to the address provided in the public notice. You also may submit your verbal or written comments at a public meeting.

IDEM provides a written response to all written comments, and to any comments made during a formal public hearing which becomes part of the public record. Comments should be based on facts, and should refer to specific laws, rules, and regulations.

### **What does IDEM regulate?**

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IDEM is the main state regulatory agency protecting the environment. Generally, IDEM regulates:

- Activities that emit regulated pollutants into the air,
- Discharges of storm water runoff, cooling water, and other industrial or



municipal wastewater into the waters of the state of Indiana, or into publicly owned wastewater treatment plants,

- Actions such as dredging, or activities in a wetland, that could have an impact on the water quality of Indiana lakes, streams, and wetlands,
- The processing or disposal of solid wastes (which may be a solid, a liquid, or a contained gas),
- The handling, shipment, storage, treatment, or disposal of hazardous waste,
- The disposal of certain bio-solids (sludge) or sanitary wastewater (from septic systems or portable toilets) that is treated and applied directly onto land as a soil enhancement,
- The cleanup, or the supervision of the cleanup, of land, water, or groundwater contaminated by hazardous waste,
- Underground chemical and petroleum storage tanks,
- Activities involving the removal of asbestos or lead-based paint,
- The construction of public water supply facilities,
- Overseeing the state program to protect the groundwater quality of public well fields, and
- The monitoring of public water supplies to ensure they are safe.

There are also some environmental issues over which IDEM has no authority. To learn more about those issues, refer to Part 8 of IDEM's Guide to Public Participation. You can get a copy by calling (317) 233-6335 or (800) 451-6027, Ext. 3-6335 (toll free in Indiana), or by accessing it on IDEM's Web site at [www.in.gov/guides/publicparticipation/](http://www.in.gov/guides/publicparticipation/).

## How does IDEM regulate?

IDEM's main activities for protecting the environment are:

- 1) **Permitting** – issuing permits that are generally good for five (5) years, and

that restrict activities that could pollute the air, water or land,

- 2) **Compliance** – inspecting sources and facilities that emit or discharge pollutants to make sure they are following the law,
- 3) **Enforcement** – forcing sources and facilities that are violating the law to stop such violations and return to operating in a legal manner, and
- 4) **Remediation** – cleaning up spills and hazardous waste contamination.

IDEM also carries out a number of programs to protect the environment, including: public education and outreach, monitoring, vehicle maintenance, environmental awards, incentive programs to encourage pollution reduction, and programs to protect children from lead and mercury.

## What types of permits does IDEM issue?

- **Construction permits** allow sources or facilities that emit or discharge pollutants into the air or water, to be built. Permits limit the amount of pollutants as much as possible. Sources or facilities getting a construction permit may, or may not, also need an operating permit before they may start up, and be “open for business.”
- **Operating permits** allow sources or facilities that emit or discharge pollutants, to operate. These permits require that sources and facilities be operated in a way that minimizes the impact on the environment.
- IDEM issues some permits that serve both as the **construction and operating permit**. Minor sources of air pollution generally may construct and operate under the same IDEM approval. Similarly, solid and hazardous waste

permits allow facilities to both construct and operate under a single permit.

*IDEM issues both general permits and individual permits.*

### **What are general permits, and how do they protect the environment?**

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There are more than thirty (30) types of general permits issued by IDEM. Each type of “general permit” – sometimes also referred to as a “permit-by-rule,” or as a Source Specific Operating Agreement (or SSOA) – has already been “issued” by one of the various environmental boards. General permits allow sources or facilities that are all engaged in the same activity to each operate under the same pre-set operating conditions. Each facility operating under a general permit has to meet the same permit conditions, or stay below the same limits. Facilities and sources may operate under more than one type of general permit.

Examples of some of the types of sources, facilities, or activities for which general permits are issued by IDEM include:

- Grain elevators that store less than 1 million bushels of grain,
- Sand, gravel or stone crushing facilities that processes less than 1 million tons of material a year,
- Printing operations that use less than 2,000 gallons of solvent containing material a year,
- Sources that emit less than 20-percent of the air pollutants that could possibly be emitted by sources that are considered major sources (major sources must have a Title V permit),
- Industries discharging water used to cool down boilers,
- Water flowing from the sedimentation ponds of a coal mine or coal handling facility, or
- Constructing sewer lines.

Concerns about the environmental impact of activities allowed under a general permit were addressed during the public comment period for the rulemaking process that initially created that particular general permit. Since the permit conditions for general permits were pre-set by the rule, there is no additional formal public comment when IDEM considers applications to operate under a general permit. However, IDEM will consider all comments received regarding an application for a general permit. Like all IDEM final decisions, the approval to operate under a general permit can be appealed.

Facilities that could have a significant environmental impact are generally not eligible for a general permit. Having general permits available for small sources with lesser environmental impact allows IDEM and the public to focus time and energy on sources that may have a greater impact on the environment.

### **What are individual permits?**

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Unlike general permits that allow nearly identical facilities to operate under the same permit conditions, individual permits are issued on a case-by-case basis. IDEM’s processes for reviewing applications for individual permits always allows an opportunity for public participation.

#### **STEP 1 – The Application**

- The person seeking the permit (the applicant) submits an application and non-refundable fee.
  - 1) The application requests basic information such as:
    - Who will own, or assume legal responsibility for, the facility or source,
    - How they can be contacted, and
    - Where the new facility or source is to be located.



2) The application includes detailed technical information describing the facility or source and how it will be built and operated.

- State law limits how long IDEM has to review an application and make a decision. When an application is received, a “time clock” starts. The clock only stops running 1) if IDEM is waiting for additional information, 2) if the applicant agrees that the time clock may be stopped, or 3) when the final decision is issued. If a public hearing is held, thirty (30) additional days are added to the “time clock.”
- Most types of applications require the applicant to provide a list of people who may be affected by the proposed project. IDEM notifies the people on the list when a decision is made. IDEM must also notify specific local officials.
- Except for permit renewals, applicants generally are also required to notify their immediate neighbors (adjoining property owners or occupants) that an application has been filed.

## **STEP 2 – The Public Participation Process**

- The IDEM Office of Land Quality sets a thirty (30) day public comment period when a completed application has been received for a non-hazardous solid waste processing or disposal facility.
- For permits for air emissions, wastewater discharge, or hazardous waste, staff prepare a draft permit that is placed on public notice. Generally, the Office of Air Quality and the Office of Water Quality hold a thirty (30) day public comment period. The Office of Land Quality draft hazardous waste permit has a forty-five (45) day public comment period.

- During the public comment period, the public may submit comments and concerns. Depending on the level of public interest, a public meeting or hearing may be held.
- At the end of the public comment period, IDEM considers all comments received and prepares the final permit (unless the request is denied). Staff also will prepare written responses to all comments received.

## **STEP 3 - The Permitting Decision**

- The site where a proposed activity will be located is selected by the applicant, not by IDEM. IDEM’s decision on whether to issue a permit must be based only upon the impact the proposed activity could have on the environment. The final decision can be tied to local air quality, the water quality of the stream receiving the proposed discharge, or underlying geologic features. Thus, existing environmental conditions could have an impact on the type of permit issued, or even the decision to issue a permit at all.
- A Notice of Decision describing the project, type of permit requested, and whether a permit was issued or denied, will be sent to the applicant, various local officials, and anyone who submitted comments or requested that they be notified.
- If a permit is issued, the applicant will receive a copy of the permit. Programs vary regarding who else will receive a copy. Copies are also usually available at a library, the IDEM file room or Web site, or the county health department.

## **STEP 4 - Appeals**

- Each Notice of Decision gives information about how the applicant, or any interested party, can appeal IDEM’s final decision. (See Appeals on page 9 of this

pamphlet, or on page 31 of IDEM's Guide for Citizen Participation.)

### Would you like more information on IDEM permitting?

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For more detailed information about what types of permits IDEM issues, how the various types of permit requests are considered, or to learn the public notice process for a particular type of permit, please read Part 5 of IDEM's Guide for Citizen Participation at [www.in.gov/guides/publicparticipation/](http://www.in.gov/guides/publicparticipation/).

For further information about air permits, contact the air permit reviewer of the day at (317) 233-0178, or at [OAMPROD@dem.state.in.us](mailto:OAMPROD@dem.state.in.us), or read the IDEM Permit Guide at [www.in.gov/idem/guides/permit/air/airissues.html](http://www.in.gov/idem/guides/permit/air/airissues.html).

For further information about water permits, contact (317) 232-8760, or read the IDEM Permit Guide at [www.in.gov/idem/guides/permit/water/waterissues.html](http://www.in.gov/idem/guides/permit/water/waterissues.html).

For further information about solid and hazardous waste permits, contact (317) 232-7200, or read the IDEM Permit Guide at [www.in.gov/idem/guides/permit/waste/wasteissues.html](http://www.in.gov/idem/guides/permit/waste/wasteissues.html).

### What types of hazardous waste cleanup programs are conducted by IDEM?

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Chemical spills and other past, or ongoing activity has contaminated the environment of some locations. State and federal governments work to clean them up. U.S. EPA and IDEM have:

- 1) Developed lists of all known sites,
- 2) Organized the lists of sites by ranking them according to the level of potential threat, and
- 3) Conducted cleanups. Cleanups are frequently referred to as "remediation."

As new spills occur, or old contamination is discovered, sites are added to the lists. Other sites may be removed as cleanups are completed. Some sites undergo partial cleanups to stabilize or remove the most serious contamination, but remain on the list.

The common features of most IDEM-related cleanup programs generally include:

- Determining the type of contamination,
- Making that information available to the public,
- Determining how urgently the site needs to be cleaned up, compared to other sites,
- Developing a cleanup plan,
- Providing an opportunity for public review and input,
- Carrying out the site cleanup,
- Conducting a follow up to ensure that contaminants were reduced, and
- Certifying that no further action is needed. "No further action" does not necessarily mean the site is free of all contamination, but that any remaining contamination that is known about is not significant enough to require additional cleanup action.

The IDEM Office of Land Quality conducts several different cleanup programs in partnership with U.S. EPA:

- **Superfund**, created by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). EPA generally is the lead agency for Superfund activities. (Superfund does not address petroleum-related contaminants.)
- **Defense Environmental Restoration Fund (DERF)** program, similar to Superfund, focuses on the cleanup and restoration of contaminated military installations. The Department of Defense is always the lead agency.

- **Natural Resources Damage Program**, ensures that after a contaminated site is cleaned up, those responsible for the contamination will restore natural resources or otherwise compensate the public for those losses.

For more information about these federal cleanup programs, call (317) 234-0351.

The Office of Land Quality's (OLQ) Remedial Services Branch, State Cleanup Section carries out the cleanup of hazardous waste or petroleum-related contaminants at the following types of sites:

- 1) **State Cleanup Sites** (Sites that are on the state priority list, called the Commissioner's Bulletin.)
- 2) **Remedial Response Sites** (Sites that have undergone an emergency response cleanup, but may still need more cleanup.)
- 3) **Immediate Removal Sites** (Sites requiring removal within six months.)

The OLQ State Cleanup Section also carries out the **RCRA Corrective Action Program**. The Resource Conservation and Recovery Act (or RCRA, pronounced Rick-Rah), requires cradle-to-grave tracking of hazardous waste. RCRA Corrective Action is intended to address the release of hazardous waste to prevent future Superfund sites.

For more information about state cleanup programs and RCRA Correction Action, call (317) 234-0347.

The OLQ's Remedial Services Branch also carries out the **Voluntary Remediation Program** (VRP), which provides for voluntarily agreement with IDEM to clean up contaminated property. Volunteers who complete a site cleanup under the VRP are issued a Certificate of Completion from IDEM and a Covenant Not To Sue from the Governor's Office. These documents

provide a strong motivation for responsible parties, or future owners, to work with IDEM to clean up contaminated sites. The program is not open to sites where there is a pending state or federal enforcement action, or at sites considered a threat to human health and the environment. For more information about VRP, call (317) 234-0966.

The IDEM Office of Land Quality also carries out the **Leaking Underground Storage Tank Program**. Currently, there are about 4,000 active leaking underground storage tank sites in Indiana, and 300 to 500 more are reported each year. Because of the large number of cleanups, and the limited resources available, program rules only require that IDEM ensures notification of those members of the public who are directly affected by the release, and the planned cleanup action. For more information about underground storage tanks, call (317) 232-8900.

The aim of IDEM's **Brownfields Program** is to help local communities redevelop underutilized, closed, or abandoned industrial or commercial sites. Brownfields sometimes are contaminated with hazardous waste, but even when they are not, they may be perceived as such because of their appearance. A first step toward redevelopment of a Brownfield site is to determine if the site actually is contaminated. For more information about brownfields, call (317) 234-0235.

### **Opportunities for Public Participation in IDEM's Cleanup Programs**

IDEM provides information through public notices (and by requiring that signs be posted to identify contaminated areas), and IDEM solicits input during public comment periods.

## *Appeals*

### **What if you do not agree with IDEM's decision? Can you file an appeal?**

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Final agency actions (such as permit issuances or denials, or cleanup plan approvals) by IDEM may be appealed by the parties named in the action or other affected parties. Some agency actions are effective immediately, others have a waiting period.

If you are dissatisfied with a decision, and wish to appeal, write to:

Indiana Office of Environmental  
Adjudication (OEA)  
ISTA (Indiana State Teachers Association)  
Building  
150 W. Market Street, Suite 618  
Indianapolis, IN 46204

You do not need a form. You can state your case in a letter.

Appeals must be filed within the timeframe specified, usually fifteen (15) days from the date of the IDEM decision, but timeframes can vary. Three (3) additional days are added if you submit your appeal petition by mail, rather than in person. If the deadline falls on a weekend or holiday, then your petition will be accepted on the next business day on which OEA is open.

A request for an appeals hearing must include your name and address, and anyone you are representing. You must say why you are appealing and list the issues you want considered. The appeals hearing request should list the language or terms and conditions objected to, and suggest alternatives consistent with applicable laws.

You can contact the Office of Environmental Adjudication at (317) 232-8591. They can explain appeal procedures, but they cannot discuss details of your case.

### **How else can I participate in IDEM-related issues?**

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You can participate in the following IDEM-related issues because IDEM:

- Provides public notice for IDEM non-rule policies before they become effective,
- Provides public notice and accepts public comments on the redesignation of areas for air pollutants (such as ozone and carbon monoxide),
- Provides public notice and accepts public comments on amendments to the air-related state implementation plan (SIP),
- Ensures that you can register your concerns or appeal decisions on open burning,
- Ensures that public water supply customers are notified of violations of Safe Drinking Water Act standards,
- Requires that Wellhead Protection Plans are public noticed and makes those plans available for public comment,
- Holds public meetings to seek input on Watershed Restoration Action Strategies,
- Ensures that communities participating in the program to eliminate combined sewer overflow provide notification regarding overflows by posting signs and solicit input from a citizen advisory committee to develop and implement a long term control plan (see [www.in.gov/idem/water/facmang/wwet/CSO\\_Guidance.pdf](http://www.in.gov/idem/water/facmang/wwet/CSO_Guidance.pdf)),
- Notifies the media whenever there are upsets at municipal wastewater treatment plants that may be a threat to human health or aquatic animals,
- Provides public notice and seeks public comment prior to approving the recycling of hazardous waste, and



- Publishes annually the IDEM Pollution Prevention Annual Report in the Indiana Register, and accepts and comments on public comments on the report.

## How can you become involved in IDEM-related public participation processes?

- 1) **Get on IDEM's mailing lists.** You will be notified whenever environmental permits are being issued in your county (or some other county in which you are interested), by phoning:
  - **Air Permits**  
(317) 233-0178  
You can get on the air Internet notification lists by signing up at [OAQLIST@dem.state.in.us](mailto:OAQLIST@dem.state.in.us).
  - **Wastewater Discharge Permits**  
(317) 232-8760
  - **Solid Waste Permits**  
(317) 232-7200  
(Please note that the solid waste public notice list is maintained on a facility-by-facility basis only, rather than on a county-wide basis.)
  - **Hazardous Waste Permits**  
(317) 233-1052
- 2) **Visit the IDEM file rooms.** IDEM's central file room is located in Room 1201 of the Indiana Government Center North, 100 North Senate Avenue, P.O. Box 6015, Indianapolis, Indiana 46206-6015. Hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding state holidays.

To learn more about what is in IDEM's central file room or IDEM's six (6) other public file rooms, call (800)451-6027 toll free, or see Part 9 of IDEM's Guide for Citizen Participation on the Internet at [www.in.gov/idem/guides/publicparticipation/](http://www.in.gov/idem/guides/publicparticipation/).

- 3) **Visit your local public library.** It has three (3) things you can use:

- Several IDEM programs place materials at local libraries, including: permit applications, draft permits, open burning variances, new permits and modifications, fact sheets, records on hazardous waste cleanups, cleanup work plans and information on voluntary cleanup actions.
- Most libraries in Indiana have a copy of the Indiana Code (IC) and the Indiana Administrative Code (IAC) (see Part 1 of IDEM's Guide for Citizen Participation), and the Indiana Register. Thirty-six (36) libraries throughout Indiana have the U.S. Code (federal laws) and the U.S. Code of Federal Regulations (CFR).
- Nearly every library in Indiana provides free Internet access. Persons unfamiliar with using the Internet can ask for assistance from a librarian.

- 4) **Get on the Internet.** Check out:

- The IDEM homepage (from which all IDEM web pages can be accessed): [www.in.gov/idem/](http://www.in.gov/idem/)
- IDEM's Guide for Citizen Participation: [www.in.gov/idem/guides/publicparticipation/](http://www.in.gov/idem/guides/publicparticipation/)
- The IDEM Permit Guide: [www.in.gov/idem/guides/permit/](http://www.in.gov/idem/guides/permit/)
- The IDEM Public Notice and Public Meeting Calendar: [www.in.gov/serv/eventcal?PF=idem&Clist=16\\_153\\_154\\_155\\_156](http://www.in.gov/serv/eventcal?PF=idem&Clist=16_153_154_155_156)



- IDEM Permits on Public Notice and Lists of Permitted Facilities:  
**[www.in.gov/idem/permits/index.html#pending](http://www.in.gov/idem/permits/index.html#pending)**
- A program that can map environmentally-related sites and activities in your ZIP code area or neighborhood: **[www.in.gov/idem/communityinfo/zip.html](http://www.in.gov/idem/communityinfo/zip.html)**
- RISC establishes consistent cleanup standards across existing IDEM cleanup programs. For more information about RISC you can visit IDEM's Web site at **[www.in.gov/idem/land/risc/](http://www.in.gov/idem/land/risc/)** or contact the Office of Land Quality at (317) 232-8997.

These are only a few examples of the many useful Web sites provided by IDEM. IDEM's Guide for Citizen Participation contains many other IDEM Web sites as well as non-IDEM Web sites which would be of enormous help to any person participating in environmental decision making processes that affect their families and their neighborhoods.

There are Internet Web site addresses listed throughout this pamphlet. By putting information on the Internet, IDEM can include more people in the public participation process, and save tax money. We strive to continually improve our Web site to make it easier to use.

We know everyone doesn't have a computer or Internet access. However, nearly every public library in Indiana now has free Internet access. If you are interested in following an IDEM-related decision making process, such as a permit request or cleanup of contamination, we urge you to take advantage of the services available at your local library. If you are unfamiliar with computers or the Internet, the librarian can help. Once you get started, you'll catch on.

*This pamphlet gives basic information about what IDEM does, and how you can be part of the process. Please remember that there are exceptions to the general descriptions provided here.*

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